

CONTROL OF CONTRACTORS POLICY

1. INTRODUCTION

1.1 Purpose

The University utilises a significant number of external contractors and third-party suppliers to undertake works on its behalf. This policy identifies the University's requirements under law, including the auditing of work, formation of policy and procedures, use of best practice and as such, aims to provide contractors and staff with guidance as to the standards and behaviours the University expects from contractors when working on campus.

1.2 Scope

Keele University is fully committed to ensuring the provision and maintenance of a healthy and safe working environment for all its employees, students and any other person who may be affected by its work activities. To this end, the University commits itself to the implementation of the Health and Safety at Work etc. Act 1974 and all other relevant health and safety statutory provisions, as a minimum acceptable standard.

This policy sets out to define the management arrangements relating to contractors undertaking works on the University Campus buildings or land.

2. POLICY

The University recognises and accepts its responsibilities for ensuring, as far as reasonably practicable, a safe and healthy working environment for its staff, students, contractors and visitors.

In addition, it will ensure, so far as is reasonably practicable, that all persons, including staff, students, visitors and contractors, are not exposed to risks to their health and safety.

The University also requires contractors to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work. Contractors are required to co-operate and co-ordinate with the University and any other person or supplier to the University to enable them to meet their own statutory obligations.

3. ROLES AND RESPONSIBILITIES

Everyone has a responsibility to challenge poor health & safety practice, however, in relation to the management and supervision of contractors, specific responsibilities are allocated as follows:

The Council

The Council is ultimately responsible for the health and safety of any person who may be harmed by university activities. As such, it must satisfy itself that the University has an appropriate written Statement of Policy on Health and Safety, along with effective arrangements to implement it.

The Vice Chancellor

Day-to-day executive responsibility for ensuring that the University complies with relevant health and safety legislation is the responsibility of the Vice-Chancellor along with the respective associated duties.

Executive Members, Directors, Deans, Heads of Schools and Managers

To ensure compliance, implementation and monitoring of the University's health and safety management system in line with the Health and Safety Policy, protocols, local arrangements and legislative requirements in their faculty/ service area.

The Supervising Officer* is responsible for: -

- Ensuring that safe methods of work are in place.
- Completion of a suitable Workplace Safety Plan or Pre-Construction Phase Health and Safety Plan (as appropriate), in conjunction with the respective contractor.
- Ensuring that method statements and risk assessments have been completed and approved by a competent person within the University.
- Monitoring and reviewing Main/Principal Contractor compliance, taking action to ensure the resolution of any matters identified.
- Ensuring the University complies with its specific statutory duties set out in the Construction Design and Management Regulations (CDM) 2015.
- Supervision of contractors undertaking work acting on their instructions, including new installations, maintenance, ground works, catering, cleaning, IT, portering services and other external providers.
- Ensuring that contractors have been suitably checked by Estates and Campus Services and Procurement.
- Assessment and issue of required permits.

All Staff are responsible for: -

- Challenging any unsafe practices.

- Informing the Estates ServiceDesk of any issues regarding contractors.
- Stopping work where staff, students or visitor safety is compromised and advising the Supervising Officer and the Estates and Campus Services Compliance Team immediately.

*if the Supervising Officer is not known the ServiceDesk will be able to advise.

The central university Health and Safety Unit is responsible for: -

- Regular auditing of procedures and policies.
- Regular auditing of contractors.
- Regular auditing of permits to work.
- Regular auditing of method statements & risk assessments.
- Investigation and learning from near misses.

* **Supervising Officer** – The University officer responsible for instructing a contractor to undertake works on behalf of the University. Supervising Officers should not authorise any works beyond the limits of their competence, training, knowledge, and experience. Where necessary they should seek advice from the respective Responsible Person before proceeding.

Please note that where an adjustment is required to this policy based on protected characteristics, the adjustment must be fully risk assessed and appropriate action taken.

4. RELATED POLICIES AND PROCEDURES

University Health and Safety Policy statement -

<https://www.keele.ac.uk/policyzone/data/healthandsafetypolicystatement/>

This policy sets out to ensure that Keele University complies with its statutory duties associated with the management and control of contractors in accordance with the following indicative list: -

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Construction, Design & Management Regulations 2015
- Equality Act 2010
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health (Amendment) Regulations 2003
- Control of Substances Hazardous to Health (Amendment) Regulations 2004
- Control of Substances Hazardous to Health Regulations 2002

- Control of Vibration at Work Regulations 2005
- Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Work at Height Regulations 2005
- The Work at Height (Amendment) Regulations 2007
- The Pressure Systems Safety Regulations 2000
- The Provision and Use of Work Equipment Regulations 1998
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Gas Safety (Installation and Use) Regulations 1998
- The Gas Safety (Management) Regulations 1996
- Water Regulatory Advisory Scheme(WRAS)
- Regulation Reform (Fire Safety) Order 2005

5. REVIEW, APPROVAL & PUBLICATION

This policy will be reviewed every 3 years by the Head of Estate and Campus Service Compliance and Performance, with approval from the Director of Estate and Campus Services and final sign off from UEC. Consultation during this review will be undertaken with teams in the Estate & Campus Services Directorate and Health and Safety.

This review will be uploaded to Policy Zone to update the current policy which is in the same location.

<https://www.keele.ac.uk/policyzone/data/controlofcontractorspolicy/>

6. ANNEXES

7. DOCUMENT CONTROL INFORMATION

Document Name	Control of Contractors Policy
Owner	Head of Compliance and Performance, Estates & Campus Services
Version Number	2.0
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Related University Policy Documents	[List all applicable]

<i>For Office Use – Keywords for search function</i>	
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